



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT TRANSPORTATION DIRECTOR</b>	<b>49*</b>	<b>A</b>	<b>6.204</b>

Under the general administrative direction of the Director/Deputy Director of the Department of Transportation, Assistant Transportation Directors administer the activities of either the operations or engineering divisions within the department. The Assistant Transportation Director-Operations administers the activities of the Construction, Maintenance, Materials, Equipment, and Architectural divisions; ensures that construction contract administration is performed efficiently and effectively and adheres to federal/state criteria; that the highway maintenance program provides safe, timely, and cost effective maintenance on highways; that the department's fleet is operated and maintained properly; that equipment purchases adhere to federal/State criteria; that the materials and testing on department projects meet adequate quality; and architectural projects meet appropriate criteria. The Assistant Transportation Director-Engineering administers the activities of the Design, Bridge, Traffic/Safety, Location, Right-of-Way, and Environmental divisions; ensures adherence to federal/State criteria; that project schedules are followed and that policy determinations, project decisions and coordination efforts are maintained in a continuous and positive manner.

Perform administrative and professional engineering work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the direction, goals and objectives of the organization and involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework, with full authority and responsibility delegated to administer the assigned division. Duties require decisions and extensive communication with executives, officials and regulatory representatives to negotiate solutions to major issues involving policy.

Administer the activities of the operations or engineering divisions to ensure compliance with State and federal policies, procedures and regulations; interdivisional coordination; efficient and effective utilization of personnel; and division heads are fully versed on the department's programs and objectives. Grant final approval for various documents; ensure that operations or preconstruction activities are coordinated and meet the needs of other departmental areas; maintain liaison with local entities, State and federal agencies, organizations and appropriate public representatives; review, modify and formulate the annual work program and divisional budgets for submittal to the Deputy Director for approval; review literature and maintain awareness of national trends related to transportation issues and disseminate information to respective divisions as appropriate; conduct negotiations with both public and private interests pertaining to matters of importance and/or financial impact.

Represent the department in responding to public inquiries regarding Transportation Board issues; respond to media inquiries; conduct formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations and the general public; and serve as the department's expert witness in court proceedings relating to preconstruction activities or construction contract claims and construction and maintenance tort liabilities.

Serve as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design or highway construction and maintenance standards; serve and participate as a member of committees where the department has overlapping interests or responsibilities with other agencies or organizations; and serve and participate as a member of interdepartmental committees to accomplish a specific goal and/or objective as required.

Perform related duties as assigned.

\* **Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.

**EDUCATION AND EXPERIENCE:** Current licensure as a Registered Professional Engineer and extensive supervisory and management experience in transportation system engineering and/or operations.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** principles and practices of civil engineering; the State's transportation system and applicable State and federal laws; modern methods and techniques of professional engineering. **Ability to:** assist actively and effectively in planning, organizing and directing solutions to large-scale transportation problems; coordinate and integrate the work of various divisions within the department; work effectively as a group member and build cooperative effort within the agency; accept the existence of diverse viewpoints, perceptions and beliefs; create an atmosphere in which subordinates feel free to express themselves; be sensitive to the needs and motivations of others in order to judge possible reactions to projects to be undertaken; write or dictate concise, logical, grammatically correct business letters; prepare, formulate ideas and outline texts for formal presentations to provide information, policies or persuasive arguments for a particular point of view; make oral presentations before large and potentially hostile groups to provide information or explain procedures and policies; orally communicate ideas to elected officials/bodies regarding transportation related issues; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, explain policies and procedures and provide an opportunity for interaction; discuss a variety of job related topics on short or no notice; respond to rapid changes in conversation involving difficult questions; analyze information, problems, situations, practices or procedures; define the problem or objective; identify relevant concerns, factors, patterns, tendencies and relationships; formulate logical and objective conclusions; recognize alternatives and solutions; provide direction or determine a course of direction, respond to changes in project scope, political influences, public involvement and funding uncertainties and fluctuations; prepare cooperative agreements; conduct meetings that maintain and focus on an agenda and facilitate a clear understanding by participants; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** various laws and regulations involving state, federal and local jurisdictional matters.

**General Knowledge of:** fundamental engineering principles coupled with extensive background in the discipline of highway engineering to understand the issues at hand and provide solutions-oriented direction.

**Ability to:** understand the department mission and the interdependence of divisions within the department; recognize the relationship of department goals to outside industry, the community, and the political entities within the State; manage transportation projects to produce safe and efficient results at minimum costs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.204

ESTABLISHED:	7/27/79
REVISED:	10/17/86-3
REVISED:	7/1/93P
	8/31/92PC
REVISED:	7/1/93LG
REVISED:	6/29/95UC
REVISED:	7/1/01LG
REVISED	6/25/04PC